ERSKINE COLLEGE SPORT MANAGEMENT PROGRAM

SUPERVISOR'S FINAL EVALUATION:

To be completed by intern supervisor. The organization is expected to provide an educational experience for the intern. As such, it is necessary that the intern's supervisor provides constructive feedback to the student intern. This FINAL EVALUATION should be completed by the organization supervisor, and the evaluation should be discussed with the intern in a conference setting. Then, both the intern and supervisor should sign the form, and the form must be submitted to the Sport Management faculty supervising the intern. A PDF copy of the signed form should be submitted to the faculty supervisor's email by the organization supervisor by the student. If the final evaluation conference happens remotely rather than in person, the organization supervisor can send the completed form to the faculty supervisor's email and copy the student on this email. Evaluations submitted in this fashion do not need to be signed by both parties. The evaluation should still be discussed with the intern in a conference setting.

Supervisors: Please rate the intern on each item (1 = Does not meet expectations through 4 = Exceeds expectations and requirements) and provide specific comments that support the assigned rating.

	Numeric al Rating	Comments
APPEARANCE … well-groomed and dresses appropriately		
ATTITUDE … accepts tasks and assignments willingly		
INITIATIVE … resourceful in originating new plans, finds work on their own, does more than required		
TEAMWORK … good rapport and ability to work with others		
WRITTEN COMMUNICATION … able to express ideas in writing		

effectively		
VERBAL COMMUNICATION … able to verbally express themselves effectively		
DEPENDABILITY … punctual, accepts responsibility, and meets project deadlines		
JUDGMENT … mature selections of courses of action		
KNOWLEDGE … understands the philosophy and procedures fundamental to sport programming and management		
LEADERSHIP … capable of organizing and guiding the work of others to produce a satisfactory result		
PROFESSIONALISM … active interest in all work assignments; tales advantage of learning opportunities; contributes to the goals of the organization		

1. Have you supervised interns from other universities?

2. If you have supervised student interns from other universities, how does this intern’s preparedness compare?

3. To what extent would you recommend this intern for hire?

4. What preparation, if any, was lacking in the intern's background?

Name of your organization:_____

Intern supervisor's printed: _____

Intern supervisor's title: _____

Intern supervisor's contact information (phone or email): _____

Supervisor's signature:_____ Date:_____

Student intern (printed) name:_____

Student signature:_____ Date:_____